

**PERSONNEL BOARD MEETING  
Town of Deerfield, Massachusetts  
March 7, 2016**

The Personnel Board met at 5:00 P.M. on Monday, March 7, 2016 in the Town Hall.

PRESENT: Personnel Board members:

Michele Komosa

Nanci Schwartz

Mary Stokarski

Marie Guerin

Interim Town Administrator:

Doug Finn

Administrative Clerk (BOS)

Kathleen Dolan

1. INTRODUCTION OF KATHLEEN (KAT) DOLAN- ADMINISTRATIVE CLERK

2. REVIEW OF MINUTES:

Minutes of February 1, 2016 Meeting - received, voted, and accepted for record.

3. STATUS OF COMPENSATION STUDY:

The Interim Town Administrator had contacted the salary consultant, retained for the Compensation Study, for an update. The consultant will be sending initial data within the next week. These data will be sent to Board members upon receipt. Doug Finn also distributed a summary salary survey, prepared by Kat Dolan. This survey compared annual salaries and hourly rates, where possible, of Town of Deerfield positions with similar positions in a few "comparable" surrounding towns. The Board decided to schedule an additional meeting in March to review any data received from the salary consultant; and, Nanci Schwartz volunteered to contact the Hampshire Council of Governments for their most recent salary survey.

4. ACKNOWLEDGEMENT OF CORRESPONDENCE:

The Board acknowledged receipt of a memorandum from Skip Olmstead, dated March 7, 2016, requesting that the "Personnel Board prepare a new Classification-Compensation Plan to be presented at the upcoming town meeting." As stated above, the Board scheduled an additional meeting in March and will review the feasibility of fiscal year 2017 compensation recommendations.

5. STATUS OF CLASSIFICATION STUDY:

The Board continued with this study by reviewing the PAQ and job description for the position of Administrative Assistant in the Board of Selectmen's Office. A comparison of this position and that of Administrative Assistant in the Police Department will be made at the next scheduled meeting.

6. NEXT MEETING: Scheduled for Monday, March 21, 2016 at 5:00 P.M.

7. ADJOURNMENT: The meeting adjourned at 6:30 P.M.

Respectfully submitted,

Marie Guerin